



# MUNICIPALITY OF ANCHORAGE

## Assembly Memorandum

No. AM - 2024

Meeting Date: October 8, 2024

1 **FROM: MAYOR**

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3 **SUBJECT: RECOMMENDATION OF AWARD OF A CONTRACT TO**  
4 **CATHOLIC SOCIAL SERVICES (CSS) FOR CONGREGATE**  
5 **SHELTER OPERATIONAL SERVICES (SHELTER SERVICES)**  
6 **FOR THE MUNICIPALITY OF ANCHORAGE (MOA),**  
7 **ANCHORAGE HEALTH DEPARTMENT (AHD) (NOT TO EXCEED**  
8 **(NTE) \$3,587,600)**  
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10 At the request of AHD, the Purchasing Department issued Request for Proposal  
11 (RFP) 2024P041 to identify an operator for congregate shelter services to support  
12 AHD's sheltering program at the former Solid Waste Services administration  
13 building (1111 E. 56<sup>th</sup> Avenue). The RFP was issued on August 1, 2024, and  
14 proposals were due on August 30, 2024. Three proposals were received and  
15 scored by an evaluation committee. CSS's proposal received the highest number  
16 of points and was recommended for award by the committee. The total contract  
17 amount is NTE \$3,587,600, with a period of performance of October 13, 2024,  
18 through April 30, 2025. This amount is based on a per-person, per-day rate of  
19 \$89.69, up to a maximum of 200 people per day.  
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21 The Contractor will provide operational services for the E. 56<sup>th</sup> Avenue congregate  
22 shelter site for up to 200 people. Services provided will include 24/7 intake,  
23 cleaning, showering, transportation, pet sheltering, safety patrols to monitor  
24 activity inside and outside of the facility, and case management and a peer support  
25 team with an emphasis on transitioning people into permanent housing. The  
26 Contractor's case management and/or peer support staff will be required to offer  
27 case management services to every client within 48 hours of the client entering the  
28 shelter. The Contractor will be required to enter data into the Homeless  
29 Management Information System (HMIS), ensure that a Coordinated Entry  
30 assessment is made available to individuals within 7 days of their initial stay, and  
31 provide regular reports to AHD. The Contractor will also be required to have a full-  
32 time behavioral health specialist with a minimum of a Master of Social Work with a  
33 behavioral health focus and a full-time medical specialist that is EMT-1 certified or  
34 higher. Food services will be provided under a separate contract.  
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36 Based on the above information, it is recommended the Assembly approve the  
37 award of this Contract to CSS in an NTE amount of \$3,587,600 for a period of  
38 performance of October 13, 2024, through April 30, 2025, with one optional  
39 renewal period of May 1, 2025, through June 30, 2025, upon mutual consent of  
40 both parties and lawful appropriation of funds. If all options are exercised, the total  
41 NTE amount will be \$4,681,818.

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Prepared by: Anchorage Health Department  
Reviewed by: Ryan Marquis, Principal Buyer, Purchasing  
Recommended by: Kimberly Rash, Acting Director, AHD  
Approved by: Chris Hunter, Acting Purchasing Director  
Fund Concurrence: Alden Thern, CFO  
101000-244000-530380 \$1,267,520  
(Subject to appropriation of Sprung Structure sale)  
101000-244000-530380 \$2,320,080  
(2025 Subject to Appropriation)  
Concur: William D. Falsey, Acting Chief Administrative Officer  
Concur: Rebecca A. Windt Pearson, Municipal Manager  
Respectfully submitted: Suzanne LaFrance, Mayor